

Spencer-Owen Community School Corporation

Section K: School-Community Home Relations

KH: Volunteer Policy

This policy concerns volunteers who participate in the specified activities of Spencer-Owen Community Schools. A volunteer is defined as anyone who is not an employee of the School Corporation and volunteers his or her time to assist in the schools in educational or extra-curricular activities or events. Two classifications of volunteers will be addressed – regular volunteers and occasional volunteers.

Regular Volunteers: Regular volunteers include those who volunteer as assistants for athletic or academic teams, volunteer to assist with a club or student organization or those individuals who volunteer on a regular schedule in a classroom or library.

Occasional Volunteers: Occasional volunteers are those individuals who provide assistance for an are involved in school activities only on an occasional basis. This category would include PTO helpers, booster club members, room mothers, and guests in the classrooms for presentations or programs, or occasional tutors.

Should there be a question of which category a volunteer should be classified, the decision will be made by the building principal in conjunction with the Superintendent.

Regular Volunteers

Regular volunteers must complete the volunteer data form (attachment). In addition all regular volunteers must submit to complete a limited criminal history check. Once the volunteer data form and the limited criminal history check are completed, the volunteer must be approved by the coach or teacher in charge of the team, club, or group and the building principal.

Occasional Volunteers

Occasional volunteers must complete the volunteer data form (attachment). Occasional volunteers are not required to complete a limited criminal history check unless the building principal or Superintendent feels there existed a need. The volunteer must be approved by the coach or teacher in charge of the team, club, or group and the building principal.

Spencer-Owen Community School Corporation

Section K: School-Community Home Relations

KH: Volunteer Policy

Responsibilities

Volunteers are held to the same high expectations of staff members. Volunteers are role models to our students. Volunteers are to demonstrate good moral standards at all time. Expectations of volunteers would include but not be limited to the following:

Demonstrate good sportsmanship at all levels of competition.

Maintain a clean and proper personal appearance, and

Remain alcohol, tobacco, and drug free while volunteering.

Should there be a question of which category a volunteer should be classified, the decision will be made by the building principal in conjunction with the Superintendent.

Approve and adopted by the Board of Trustees of Spencer-Owen Community School Corporation this 12th day of October 2000.

**Spencer-Owen Community Schools
Volunteer Data Form**

Date: _____

Name: _____

Date of Birth: _____ Sex: _____ Race: _____

Address: _____

City: _____ State: _____

Home Phone: _____ Work Phone: _____

Page/Cell Phone: _____ E-mail _____

Emergency Contact and Phone#: _____

Name of Student: _____

Classroom Teacher: _____

The building principal has the authority to discontinue a volunteer's services for failing to follow any expectations of a volunteer. All decisions concerning volunteers will be made in the interest of what is best for the students.

I have received, read and understand the volunteer policy of Spencer-Owen Community Schools. I agree to uphold the expectations of a volunteer. I also agree to follow all standards as outlined by the policy and as prescribed by the School Corporation. I am also aware that my signature below releases the Spencer-Owen Community School Corporation, its officers, employees, agents, and assignees from any and all injuries, claims, suits, or damages arising from operation of Volunteering. I also understand that I am responsible for medical care and medical insurance coverage of myself.

Signature

Date

